

# STATUS REPORT

2Q Summary: 42 Initiatives (Green = 15, Yellow = 27, Red = 00)

## Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plan

2Q FY 05

Strategy # HCMAPP #	FY05 HR Outcome Strategies SUPPORTING HCMAPP	Status Detail (as of 04/19/05)	HCMAPP Leader and Team	% COMPLETE	STATUS
<b>1</b>	<b>IMPROVE ALIGNMENT OF HUMAN CAPITAL INITIATIVES TO AGENCY MISSION AND GOALS(Barbara Boyd)</b>				
1.1	Implement quarterly HR News Letter ("HR AT YOUR SERVICE") to feature: What's Hot, New HR Initiatives, and Employee/Manager 'value-add' report - 1QFY05	2Q- Newsletter drafted and will be sent to BC's for final approval of content material. Need to test links before finalizing and distributing in April.	B.Boyd (L), C.Wilsey J.Barlow(POC), D.Bowers, M.Frye, B.Whiteside	95%^	Y
1.2	Develop internal SOP for HR News Letter items, survey results, etc., to include audience, how to communicate, frequency, relationship to goals, effectiveness, et. al.; and development of communications template - 1QFY05	<b>COMPLETED 2Q</b> -SOPs completed. Signed on March 17, 2005 and distributed on March 21, 2005.	B.Boyd (L), C.Wilsey, J.Barlow (POC), D.Bowers, M.Frye, B.Whiteside	100%	G
1.3	Implement tracking and quarterly reporting system for HR Logic Model Strategy 1 measure - 1QFY05	<b>COMPLETED 1Q</b> - Measure included on HRD Dashboard on 02/01/05.	J.Migyanka (L)	100%	G
1.4	Develop and issue HR Logic Model Measures Quarterly (roll-up) Report - 1QFY05	<b>COMPLETED 2Q</b> - Dashboard designed to reflect 14 Logic Model Measures on 02/01/05.	J.Migyanka (L)	100%	G
<b>2</b>	<b>SUPPORT WORKFORCE PLANNING &amp; DEPLOYMENT (Donald Sanders)</b>				
2.1	Conduct Annual Workforce Analysis and Update 5 year Workforce Plan and Succession Summary for each Agency re: <i>WfP and Succession Guidance</i> - 4QFY05. <b>This is a USDA Human Capital Plan requirement.</b>	<b>COMPLETED 1Q</b> -Current FFAS Workforce Analysis FY04-FY08 identified 27 Mission Critical Occupations with Skill Gap challenges and 12 Leadership Positions with Continuity challenges. Both Recruitment and Training are actively addressing these challenges. Next workforce analysis due 1Q FY06.	T.Montgomery, T.Hudson, G.Hilding, (L) D.Sanders, Terri T.Meighan, Wynona Black (POC)	100%	G
2.2	Complete IT convergence - 2Q FY05	<b>COMPLETED 1Q</b> -Transfer completed 11/28/04. All personnel files and folders have been forwarded and have been mailed to the new servicing organization.	D.Donnelly(L), K.Mansker, P.Sleight, N.Joice, G.Hilding, Mike Badger, D.Sanders, Lisa Flores	100%	G
2.3	Post OCIO transfer / FSA reorganization 3QFY05	2Q-Initial discussion held with IT Management to review possible post-transfer organizational structure. Reviewing state office positions, draft state office Administrative Office model a - 3rd quarter. ITSD reorganization proposed effective date May 2005.	P.Sleight, N.Joice, T.Meighan, K.Williams, (L) D.Sanders, Mike Badger(POC), Steve Weaver, Shenita Wells	35%^	Y
2.4	Complete Incidental Transfer Agreement (ITA) for RMA IT - 2QFY05	<b>COMPLETED 1Q</b> - ITA completed for RMA.	A.Guzman (L), N.Joice, Marilyn Pate	100%	G
2.5	Develop KCCO Model for Workforce Planning - 3QFY05	2Q - Continue process of developing new organizational structure based on workload/workforce analysis and MEO model. Estimated completion date 06/05.	D.Sanders, (L) T.Hudson, Tammi Parrott, Ranay Brady(POC), Marcia Shakur, B Whiteside	70%^	Y
2.6	Develop, define and implement tracking and quarterly reporting system for HR Logic Model Strategy 2, measure 1 - and Strategy 5, measures 3,4 - 1QFY05	<b>COMPLETED 1Q</b> -Tracking mechanisms are in place and functional for reporting workforce diversity, baseline of HR services available online at end of FY 04 have been established. Methods and tracking for all 3 metrics are in place, FY05 1st quarter will be reported at end of January 05.	B.Boyd (L), D.Fisher, D.Bowers, J.Patel	100%	G

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<b>3</b>	<b>IMPROVE THE ACQUISITION AND UTILIZATION OF TALENT (Barbara Boyd/Gary Hilding)</b>				
3.1	Develop mobility (deployment/retention) strategy to encourage FLOs to apply for FLM positions that require relocation - 2QFY05	2Q- Focus groups used to validate relocation/vacancy fill rate concerns and assess history of # of FLO applicants for FLO positions. Continuation of data collection about past retirement pattern in the State Offices. The information will be evaluated and analyzed along with the results of the focus groups. HR will prepare a "white paper" that presents several recommendations for FLP/DAFO decisions.	D.Sanders (L), B.Boyd, G.Hilding, C.Wilsey, Beverly Branom (POC)	70%^	Y
3.2	Implement FY05 Annual Recruitment Work Plan (re item: 2.1) - 1QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	<b>COMPLETED 1Q</b> -Recruitment Plan completed. Calendar on web site, overall plan developed. FEORP to be reviewed to ensure alignment with FFAS Recruitment Work Plan.	D.Sanders (L), T.Meighan, G.Hilding, S.Bruce, Nancy Rodriguez, Debra Schmidt(POC)	100%	G
3.3	Assess and develop action plan to address security re-investigations; develop and implement (per USDA) the electronic application for submission of request for security clearances - 4QFY05	2Q- Implementation is pending security access for HR employees. Related issued to be resolved through ITSD. 2-PM in process of being amended to add Security Clearance requirements and coordinating with ITSD on completing forms for investigations.	K.Williams (L), Pat Price(POC), Debbie Rogers, Ernie Kary, Lisa Gressen, T.Meighan	35%^	Y
3.4	Implement QUICK CLASS - 4QFY05	2Q-Project plan is in place. Completing spreadsheets for the data load. User permissions have been assigned.	G.Hilding, S.Bruce(L), Lesa Kapustka, K.Mansker, T.Meighan, Mike Badger, Marcia Shakur, Donna Fisher	15%^	Y
3.5	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 3 measures 1,2,3,4,& 5 plus % reduction of MCO skills gaps (future) - 1QFY05	2Q-Measures for Quality New Hires, Retention, Vacancy Fill Rate, and Diversity of New Hires completed and reported quarterly. Reduction of MCO Skill Gaps (future) measure under development.	D.Sanders, G.Hilding(L), T.Meighan, J.Migyanka	90%^	Y
3.6	Implement Web 52 Tracking System in WDC - 1QFY05, KC - 2QFY05 and states - 3QFY05	2Q-HR is undergoing four rounds of user testing, which is scheduled from April 4 thru May 2. IT is continuing to convert existing data from the client version to the web version. Acceptance testing is scheduled from May 4-12; it is expected that no errors or flaws will be found in the new system during this time. We are anticipating a demo to the union on approximately May 12 with a two week warning (via PM Notice) to the existing HR and program area users approximately May 27. The tentative date for the new system turn on in Washington, DC (headquarters) is June 16. If we maintain the current schedule, then system turn on in Kansas City will occur by the end of FY 2005.	B.Boyd (L), C.McGowan (POC), Crystal Wilsey, P.Brown, B.Farley, S.Campbell, V.Schofield, B.Lindsey	60%^	Y
3.7	Implement web-based Placement Follow-up - 2QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	2Q - Online Survey and database is being developed. Awaiting the email invitation wording from the HR Specialist. Testing automated system will begin in May. Full implementation expected by June.	B.Boyd (L), T.Fernandez (POC), J.Patel, J.Barnes	60%^	Y
3.8	Implement web-based Recruitment Calendar - 1QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	<b>COMPLETED 1Q</b> -The application development has been completed and it was deployed on November 1 2004. <a href="http://hr.ffas.usda.gov/employment/calendar/default.asp">http://hr.ffas.usda.gov/employment/calendar/default.asp</a>	B.Boyd (L), J.Patel(POC), T.Meighan	100%	G

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3.9	Expand QUICK HIRE to include all competencies of MCOs identified in Agencies' Workforce Analysis Summary (FY04-FY09) - 4QFY05	2Q-Libraries built for 1165, 1101, 318 (not mission critical), 2210, and in progress for 1145. Developing vacancy, certificate, and applicant response templates that could be used by all staffs, and working with HQ on system customization. Also currently preparing cost benefit analysis of USDA and HQ applications for decision on future automation needs. MCO Series 0510, 0560, 1101, 1145, 1165, 2210 ( addressing 13 of 26 MCOs) included in Recruitment process.	D.Sanders, J.Barnes, C.Rogers, K.Mansker, B.Boyd/G.Hilding(L)	60%^	Y
3.10	Define the use of a Competency Model and Assessment Tools to be used by HR - 2QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	<b>COMPLETED 2Q</b> -HR Competency Model and Assessment Tool are developed and ready for application.	S.Bruce (L), Julie Bowen (POC), Jacqueline Ridley, Latrisha Smith, T.Meighan	100%	G
3.11	Develop, define and implement tracking and quarterly reporting system for FSA, RMA, FAS Telework participation; and develop strategies to increase FFAS participation - 3QFY05	2Q-Tracking System: 35% complete. ITSD and HR have finished all the interviews (21 total). The 1st draft of the requirements were completed by March 30th. ITSD and HR have reviewed the requirements and broken the project into 2 stages. ITSD will have a prototype for viewing no later than April 20th. Strategies for Increased Telework Participation: 30% Survey analysis is complete and ready to present to Pat and John. Current telework participation level for FFAS is 3.7% (260ee).	L.Davies (L), Susan Brown, Cliff Cain	35%^	Y
3.12	Evaluate and present management report for ACWA - 2QFY05	<b>COMPLETED 2Q</b> -Report and recommendations presented to FLP management (Cooksie). Execution of recommendations underway.	D.Sanders(L), B.Boyd, G.Hilding, Karen Mansker (POC)	95%	Y
<b>4</b>	<b>SUSTAIN LEARNING ENVIRONMENT AND LEADERSHIP CONTINUITY (Tina Hudson)</b>				
4.1	Implement Strength Finders Assessment for DAM employees - 2QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	<b>COMPLETED 1Q</b> -SF-34 is entirely implemented. All employees have had an opportunity to take the assessment, and Dee is monitoring new hires to make sure they receive invitations, as well. Supervisors will receive training on how to utilize SF-34 the same day they receive their Q12 training.	B.Boyd (L), J.Barlow (POC), D.Fisher	100%	G
4.2	Implement THIRD GALLUP Q12 survey for FSA/DAM, track and report on DAM work unit's development of action plans based on survey results - 4QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	2Q - The executive presentation from Gallup was completed 02/07/05, and training for supervisors began 01/18/05, and the 'impact' meetings are being conducted.	B.Boyd (L), J.Barlow (POC), D.Fisher	40%^	Y
4.3	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 4 measures 1,2,3, & 4 plus % reduction of MCO skills gaps of current employees - 1QFY05	<b>COMPLETED 2Q</b> -The Metrics Report Completion Guidance document has been completed. The data was completed for the 1st quarter and the data will be measured according to the document for the HR Dashboard on a quarterly basis.	T.Montgomery(L), T.Hudson, Sandy Prentice(POC)	100%	G
4.4	Support USDA in the development and implementation of the AgLearn Training Approval Process System - 3QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	2Q - Plateau, Inc. provided a demonstration to USDA representatives of AgLearn features that included a Training Approval Process (TAP). The configuration and Activation of the TAP Module in AgLearn has a target completion date of June 30, 2005.	T.Montgomery, T.Hudson(L), Sandy Prentice(POC)	40%^	Y

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4.5	Research and develop a mission wide New Employee Orientation Program - 4QFY05	2Q-Information on the various HRD sites are under review and the team is pulling all of the information together in a single easily accessed site and, if necessary, modifying it. The team will reconvene after review. Progress is on schedule.	B. Whiteside (L), Monica Frye, Joice Trout, R. Duncan	50%^	Y
4.6	Evaluate the Return on Investment (ROI) for long term training programs and issue a position report with recommendations - 3QFY05	2Q-Executive Leadership Program, Aspiring Leader and New Leader Program will be the 3 programs for ROI analysis. On schedule.	J. Migyanka (L)	30%^	Y
4.7	Implement FY05 Annual Training & Development Work Plan (re item: 2.1) - 1QFY05	<b>COMPLETED 1Q</b> -The training offices in DC and KC have developed and implemented the first Annual Training and Development Work Plan. This Plan will help in closing the skills gaps for the MCO's. The Plan is subject to availability of staffing and funding. Both DC and KC training offices will review the Plan on a quarterly basis.	T. Montgomery (L), T. Hudson	100%	G
<b>5</b>	<b>IMPROVE THE RESULTS-DRIVEN PERFORMANCE CULTURE (Lolla Davies)</b>				
5.1	Continue implementation of the <u>National Society for Minorities in Agriculture Natural Resources and Related Sciences (MANRRS)</u> by 4QFY05. <b>This is a USDA Human Capital Plan requirement.</b>	2Q-Completed all tasks associated with the MANRRS conference held 3/31 - 4/2. Finalizing plans to implement mentor program. Formulating MANRRS Quarterly magazine for distribution in June.	Mondina Jolley, Dawn Ferguson, Debbie Schmidt (L)	50%^	Y
5.2	Support implementation of Human Capital Council recommendations re: Develop and Implement Multi-tier Performance Evaluation System - 4QFY05 and Develop and implement a Rewards & Recognition Program - 4QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	2Q-The decision was made to move to a 5 tier system. Communications and training plans are being developed. The awards piece is still pending presentation to the Human Capital Council.	L. Davies (L), Cheryl Fuller, Stephen Crisp, Angela Jackson	60%^	Y
5.3	Facilitate the linkage of at least 60% of workforce's Individual Performance Plans to Agencies' Strategic Plan goals and indicators - 3QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	<b>COMPLETED 2Q</b> -The FFAS Mission area has met and exceeded the 60% requirement through a management certified process by indicating the percentage of their employees who are 'linked' to the agency mission. FFAS is 95% linked under this process.	L. Davies (L), Cheryl Fuller, Charlene White, Stephen Crisp	100%	G
5.4	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 5 measures 1,2 - 1QFY05	<b>COMPLETED 1Q</b> -Discussions to do this have begun. Data to support HR Logic Model Dashboard to be provided as scheduled.	L. Davies (L), Cheryl Fuller, Stephen Crisp, Angela Jackson	100%	G
5.5	Support USDA HR Reform project - 4QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	2Q- Reform group heard several presentations regarding Leadership Competencies. OPM's Leadership Competencies dominate both Training & Development, Staffing and Evaluation programs. Workgroup is scheduled to finalize presentation to HRLC during 3Q.	D. Sanders, K. Williams, G. Hilding (L), L. Davies, C. Jones, J. Migyanka, T. Montgomery, B. Plaza	50%^	Y
5.6	Implement Shared Data Warehouse and Data Dictionary - 2QFY05 <b>This is a USDA Human Capital Plan requirement.</b>	2Q-The data warehouse project has 5 major milestones or target tasks/accomplishments. Their status: 1: determine structure (complete); 2: document standard reporting needs (complete); 3: outline tables/fields for definition (complete); 4: define fields and definitions (80%); and 5: implement structure (share data). Scheduled to complete 3QFY05.	B. Boyd (L), D. Fisher(POC), Tatjana Fernandez, S. Clayton-OCR, ( KC HR rep and KC OCR rep TBD)	80%^	Y

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5.7	Complete Assessment of NFC revisions to i*CAMS and address data integrity issues, i.e., position management data - 4QFY05	2Q-Continue to review and monitor the NFC listing of items completed; participated in user testing of completed "fixes" the week of March 8. In the process of developing an assessment and evaluation method to ensure deadline and priorities are being met. Participate in weekly conference calls to keep abreast of the progress of the HRIS (I*CAMS) system.	B.Boyd (L), C. Wilsey (POC), C.McGowan, D.Fisher, T.Fernandez, Debbie Rogers, Loretta Ramey	40%^	Y
5.8	Facilitate employee updates to 'emergency contact' and benefits info in employee OPFs - 3QFY05	2Q- PM Notice developed including emergency contact form. Will be forwarded for final approval in April 2005.	K.Williams (L), G.Hilding, Debbie Rogers-POC, Mark Deming, Mary Lou Loar	75%^	Y
5.9	Develop and communicate HR Delegation of Authority in the field to detail oversight and accountability; and detail internal controls for FFAS HR functions - 2QFY05	2Q-Delegation chart has been completed and is hopefully on its last review. Comments due back 4/8/05.	N.Joice (L), Kathy Williams, Latrisha Smith	95%^	Y
5.10	Coordinate the OPM FHCS with USDA and prepare analysis and executive summary with strengths and weaknesses and cross-walk with GALLUP and FSA Performance Culture Survey - 2QFY05	2Q-OPM 2002 HC Survey data to be available 3rd quarter. An analysis of the added questions suggest emphasis on Performance Culture, Leadership and Learning/Knowledge Management. Internal survey data, e.g., Gallup and FSA Performance Culture available for cross-walk. Template has been updated awaiting OPM data. Completion date moved to June 30 (3rd Quarter).	J.Migyanka (L)	60%^	Y
5.11	Delegate authority to KC for COOP; identify and articulate HR accountabilities - 2QFY05	2Q-Evaluating possible HR candidates; and draft of specific HR COOP responsibilities is under development and review. A memo vs. adding to 2PM is being considered.	Pat Farmer (L), B.Boyd	75%^	Y
5.12	Develop and issue Employee Relations / Labor Relations Booklet with basic info regarding the handling of grievances and complaints - 3QFY05	2Q-Outline developed and sent to ELRB in WDC for comments.	P.Sleight, N.Joice (L) Charlene White, Clif Cain, N.Williams	30%^	Y
5.13	Develop, define and implement tracking and quarterly reporting systems for ER/LR per USDA - 2QFY05	2Q - The FFAS access data has been provided to USDA to upload into the Labor and Employee Relations Automated Complaint Tracking and Retrieval System (LERACTRS). The anticipated deployment of the system is scheduled for June 05.	P.Sleight (L), N.Joice, K.Williams	90%	Y

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